



Expedited Permitting for 6409 Telecommunication Projects

Instructions – Filing Application for Eligible Facility Request

This expedited permitting process is intended to comply with 47 CFR Section 1.6100(c). The Automatic Approval of building permit is consistent with Section 20-2 of the Department of Planning and Permitting (DPP), Rules Relating to Administration of Codes, heavily relies on the due diligence of the self-certifying licensed architect and engineers and the licensed contractors, their knowledge of the electrical, building, plumbing and fire codes, and their knowledge, skill and experience in the telecommunication and construction industries.

A. Eligible Telecommunication Projects:

- The existing wireless equipment was permitted;
- No more than 10% or 20', whichever is greater;
- No more than 10% or 10' on non-towers and sites in the Right-of-Way;
- No excavation more than 30' from the existing approved site boundary (not including access/utility easements);
- No more than 4 new equipment cabinets;
- Must comply with prior conditions of approval except for height and width; and
- Must not defeat the "concealment elements" of an existing facility

B. Ineligible Project:

- Tower swap or replacement; or
- New a site.

C. Submission of a Complete Building Permit Application:

1. The building permit application must be filed using the DPP Internet Building Permit App.
2. BOT Pre-screening - Sheets not in compliance with the ePlans format will be rejected:
 - a) Eplans compliant sheet size 36"Wx24"H;
 - b) 5.75" x 3.75" space @ upper right corner; and
 - c) Format of file naming and sheet numbering convention.
3. Manual prescreening - Incomplete plans will be rejected:
 - a) Color; b) Scale; c) Index; d) Title Block; e) Complete Plot Plan; f) Drawing Revision
- b) The plans, documents and the completed **Expedited Building Permit Application – FCC 6409 Telecommunication Project form** must be uploaded into ePlans to be considered complete application.
- c) Plan review fee, if applicable, must be paid and accepted to be considered a complete application

D. Plan Review Process

1. DPP will perform, at minimum, one plan review cycle within the 60-day time limit.
2. Review Clock
 - Starts the day after the plan review fee is paid.
 - Stops when the application is rejected or returned to the applicant with comments.
 - The review clock resets, if the plans are withdrawn by the applicant. prior to the completion of plan review.
3. When the maximum review time had lapsed, the **"EFR Deemed Granted Notification" form** completed by the applicant, owner, or consultant, must be emailed to dppexpress@honolulu.gov.
4. The plans will be auto-approved with comments, if applicable, and processed for permit issuance.